



ASIANERIAL ADVISORY INT Co., Ltd.
Admin & HR Department

Job Announcement

Asianerial Advisory Int Co., Ltd. is the leading local professional accounting firm providing accounting, tax, and business establishment for all type of businesses. We are now looking for dynamic, energetic and qualified candidates to fulfill the position of **Sale and Marketing Assistant** based in Phnom Penh.

Number of position	01
Location	Phnom Penh

Main Job Tasks and Responsibilities

- Communicate to client via phone call, email, SMS present about company products and services;
- Control clients information and status of client;
- Arrange meeting with client for introducing products and services;
- Follow up client to close clients;
- Prepare weekly and monthly reports;
- Issue quotation, service engagement to clients;
- Communicate with other officers to provide and receive information
- Attend in other meeting invited by supervisor
- Other task assigns to the advisory office.

Education and Experience Requirements

- Male or Female at least 18 years old.
- First three of accounting and finance, or ACCA candidate(F3), or CAT Program, Marketing, Law, and Management
- Knowledge of economic principles;
- High level of English proficiency, written and spoken;
- Knowledge of applicable laws, codes and other regulations;
- Knowledge of Computer (Word, Excel and Computerized Accounting System is preferable;
- Usually a minimum of 1-year experience in the accounting or tax field;
- Experience in accounting & audit firm is preferable.

Key Competencies

- Be honest, confidential, patient and friendly
- Be able to come up with initiative ideas and knowledge sharing
- High Commitment to achieve core value, vision and mission of the company
- Mindset in business ethics

- Flexible and be able to handle complex and changing clients environment
- Strong communication and interpersonal skills
- Stress tolerance

Benefit & Compensation:

- Training is provided (Procedure and other related courses)
- Competitive salary with bonus and incentive.
- More learning opportunity

Deadline: **31 March 2018**

Interested candidate, please submit CV and Covering Letter with stating your expected salary through via mail or office address below. Only shortlisted candidates will be notified and contacted by phone for the interview. The documents received will not be returned.

Contact Information

Address: #80F, St. 210, Sangkat Teuk Laak 3, Khan Toul Kork, Phnom Penh, Cambodia.

Email: info@aseanerial.com/kakda@asianerial.com

Phone: **092 92 92 69/017 98 32 28**

Website: www.asianerial.com